



CITY OF GROVELAND  
156 S. LAKE AVENUE  
GROVELAND, FL 34736

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Groveland City Council  
City Manager's Report

July 5, 2016

**Pending Action Items:**

- After examining the proposals to conduct services for a Water User Rate Study. The City Council felt there could be some confusion and a need for greater detail as to the methodology / approach of the firms being consider to conduct the water rate study. For this reason, the City Council has indicated an desire to re-advertise a Request For Proposal for these services. Please see "attachment 1" for the revised "Request for Proposal". **The City Manager would like City Council's direction to move forward with the advertising of the revised "Request For Proposal", Or any other next steps in this matter.**
- Southgate Subdivision Construction Plan Update - in correlation with the city's goals to seek aesthetically pleasing green and sustainable development, the city has reached agreement (through the city innovative design provisions) with KB homes Orlando for the commitment to incorporate pervious / brick pavers in the driveways and carriage style garage doors in the Southgate development (off Hwy 33).

**Report from the Desk of the City Manager:**

- Please see attachments 2 & 3 related to previous water / development presentations given.

**Follow up / Reminder items:**

- The city has now closed another PD complaint last week. This complaint centered around alleged violations of removing records from file, retention of intelligence information, and an alleged violation of the Police Officer's Bill of Rights. The "Response to Complaint" concluded these allegations to be unfounded. With the closure of this complaint completed. The status of the original 12 complaints would be as follows: 2 closed; 3 near closed (because Christie and I have already conducted at least the first round of interviews and a couple of follow-up interviews and met with legal at least once over the initial drafts); 2 more near closed (needing some closing statement because the complainants are no longer employed with the city); This leaves 5 remaining cases with two of them being the original whistle blower cases that are required to be investigated by my office. So, three cases will be investigated by an HR firm. The city's insurance company recommended the HR firm - "Gina Hall HR Consulting LLC", which recently was contracted to conduct the city's sexual harassment training (city-wide). Due to the firm's previous commitments, it is anticipated that the firm will not be able to start its work until August. With the continued positive movement on these investigations, I expect the majority... if not all these cases to be closed by the end of September.

**Events:**

- None



## REQUEST FOR PROPOSAL

**REP # 2016-07-1**

### Municipal Services Water, Wastewater and Reclaim Water User Rate Study

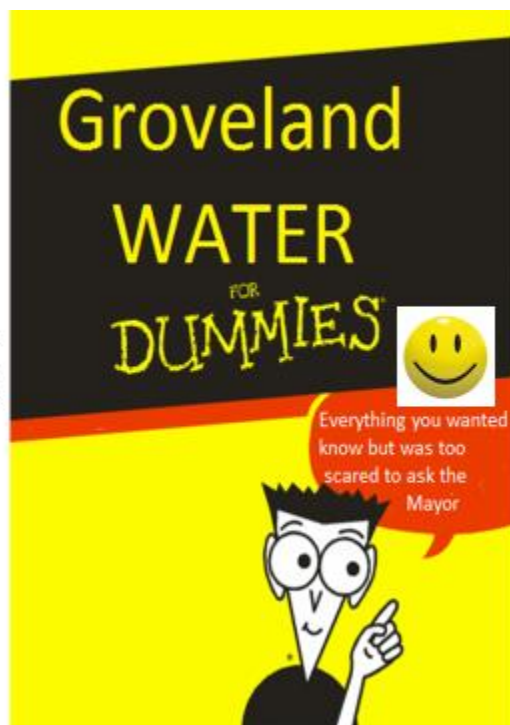
The City of Groveland, FL is requesting proposals from qualified consultants to conduct comprehensive water, Wastewater and Reclaim Water rate studies. The intent of the studies is to independently assess and evaluate the City's existing water, wastewater and reclaim water rate structure and provide recommendations. The City will accept proposals until 2:00 P.M. August 4, 2016 at the Community Development Office 156 S. Lake Ave., Groveland, FL 34736. The proposals must be identified on the cover as Municipal Services Water, Wastewater and Reclaim Water Rate Study to the attention of James Huish, Public Services Director. A copy of this RFP is available on the City web site at [www.groveland-fl.gov](http://www.groveland-fl.gov).

### STUDY REQUIREMENTS

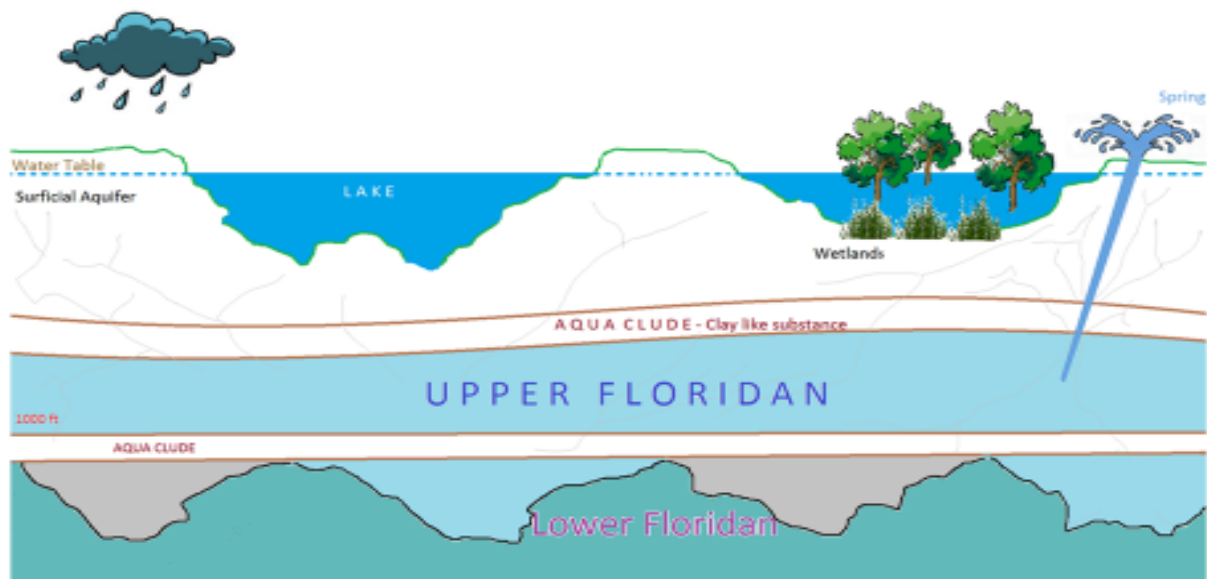
1. Analyze the historical financial and usage data collected in a recently completed internal audit. The City has compiled the last three years of Water, Wastewater and Reclaim Water production and billing records for the consultant's use.
2. Assess the City's financial plan, bond documents and current rate structure and develop a proposed rate structure that is fair and equitable to the user. Propose equitable rate adjustments across all customer usage classifications.
3. Analyze the utility fixed and variable cost for providing service. Revenues should be sufficient to cover operating cost.
4. Establish target operating and debt coverage requirements. Utility rates will only be used for capital projects that are not growth related which will focus on impact fee revenues. Utility rates should reflect capital projects related to maintenance or pre-existing infrastructure needs, such as a water main replacement.
5. Estimate current and future utility revenue requirements for renewals and replacement of infrastructure.
6. Develop alternative utility rate structures necessary to meet revenue requirements.
7. Provide an impact analysis with a comparison of the total amount of a current bill for water, wastewater and reclaim water to the proposed water, wastewater and reclaim water bill.
8. Develop a proposed rate schedule over a five year period that can be included with the City's financial plan.

## Attachment 2

This is a presentation presented as fun way of learning about the water issues in the City of Groveland.



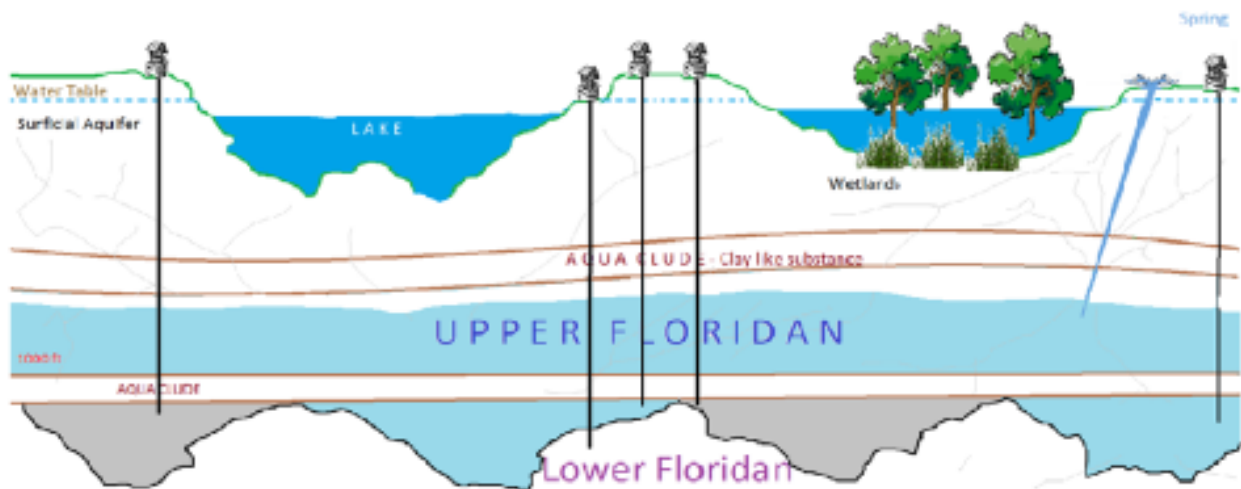
## The Water Cycle

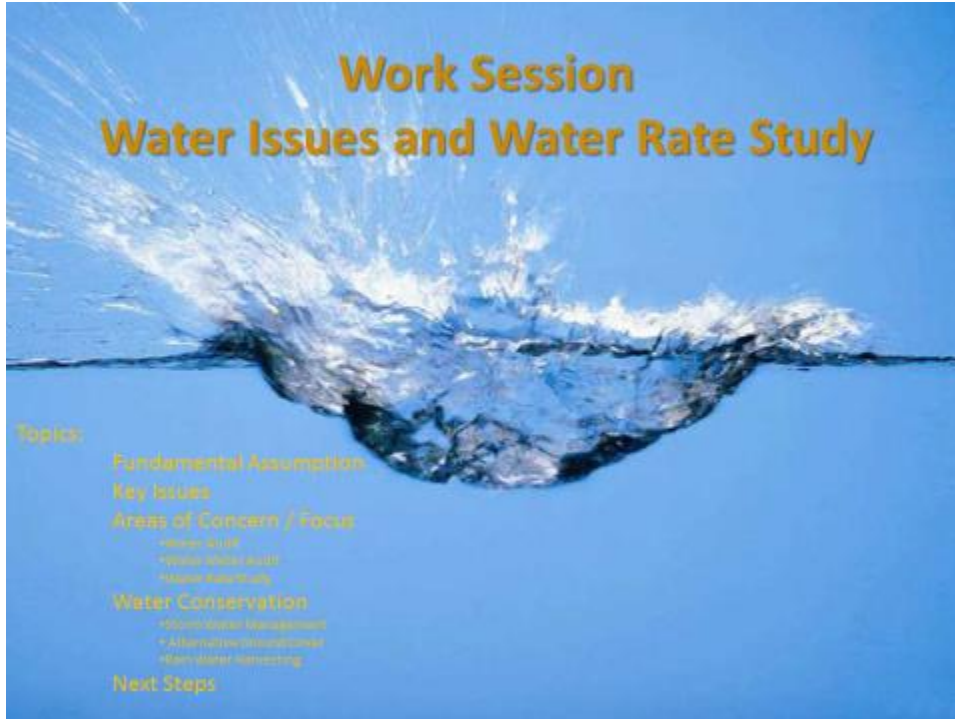


# The Water Cycle Challenge



If Growth and Development (which require water withdraws) out pace our ability to recharge the natural water cycle rate lower lakes and springs levels.





## Fundamental Assumption

- Provide citizens and customers with a service while promoting fiscal responsibility, orderly growth and redevelopment, and protection and preservation of the environment.
- Water is a limited Resource and Currently Groveland is nearing its permitted water quantities limited in the North Potable Water Service Area



## Fundamental Assumption

- A Water & Sewer Utility is essentially a business and therefore, should be operated accordingly.
- Considered a business-like activity of government.
- Cost of providing and maintaining service should be recovered from water and sewer revenues.



## Key Issues

- Fast Growing Community with sprawling infrastructure.
- Water Supply vs. Growth Demands
- Reclaim Treatment vs. Potable Treatment
- Lack of Institutional Knowledge
- Billing Technology / Data Gathering





## Key Issue - Villa City

(An anticipated 5,000 dwelling unit development)

### CUP Service Area and Minimum Flow Level (MFL) Water Body

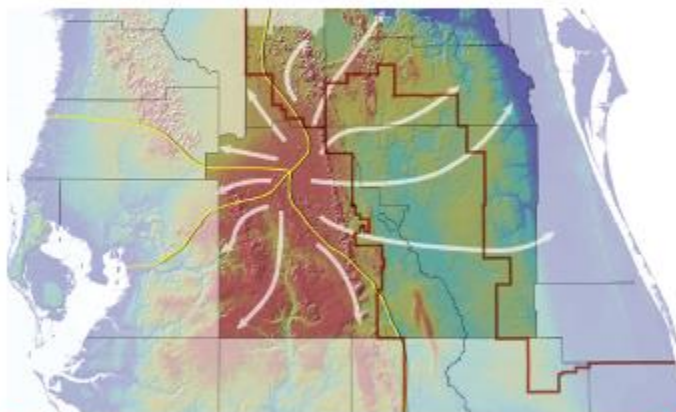


Consumptive Use Permit (CUP) regulates the amount of water allowed to be pumped by the City Utility



## Key Issue - Villa City

The high elevation of our community makes water supplies challenging due to The water's tendency to flow to the lower regions of the state.



## Areas of Concern / Focus

(Strategy to Move Forward)

Water Audit

Water Meter Audit

Water Rates

Water Conservation



## Water Audit

(What is the purpose of a Water Audit)

- ❖ Utilizing Standard Terminology. The first step of a water audit control program is to determine the baseline of water production vs. billable usage and unbillable loss.
- ❖ Identifies and quantifies. The production vs. billable uses unbillable loss from a water system.
- ❖ Addressing the intervention process. Based on the findings of the water audit, determine and implement the required controls to identify production vs. billable usage and unbillable loss through improved management programs.
- ❖ Continuous Evaluation of The step used as performance indicators to determine The success of the chosen intervention actions. Adjust as methodology as required.
- ❖ Prioritize and implements water efficiency projects. Implement and monitor operational changes. Evaluate and continuously monitor production vs. billable usage and unbillable loss.





## Water Meter Audit

The purpose of a meter survey is to determine a potential correction factor for metered water use by testing a random sampling of Meters of various ages.

- 1) Meter audit to ensure all meters are installed per the standard installation methods
- 2) Implement a meter inspection and maintenance program.
- 3) Ensure electronic metering reading equipment and transmitters are performing to specification and to be operated by trained and qualified personnel.
- 4) Ensure all municipal water are being correctly metered and users are billed.
- 5) Ensure all municipal water that is unbillable is accurately accounted for.



## Water Meter Audit

St. Johns Regional Water Management District requires a Meter Sampling of 100 as a portion of an over all water audit. Staff is seeking to take a more stringent approach.

Meter System  
≈ 5000 approx.

We will be choosing a sampling of approximately 500 meters which will establish a confidence level of 93% - 95%.

Taking a sampling  
392 – 90% confidence  
536 – 95% confidence  
859 – 99% confidence



## Water Rates

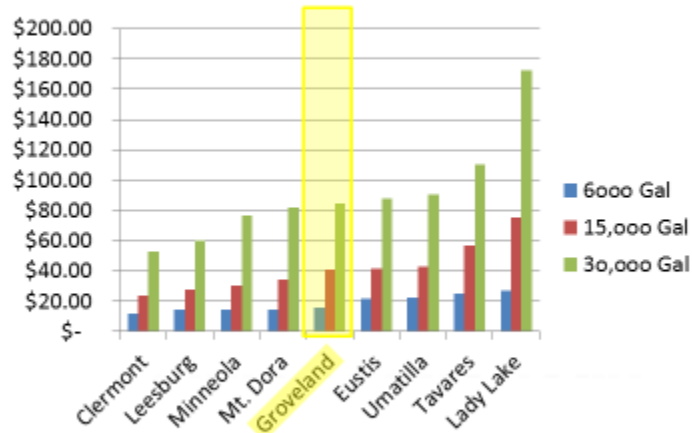
### (Mission Statement)

Municipal Water Rates should be based on  
Accurate production and unit production  
Cost vs. billed usage and unbilled usage  
Less new capital improvements that  
should have or should be funded through  
Water, Waste and Reclaimed Water Impact  
Fees.



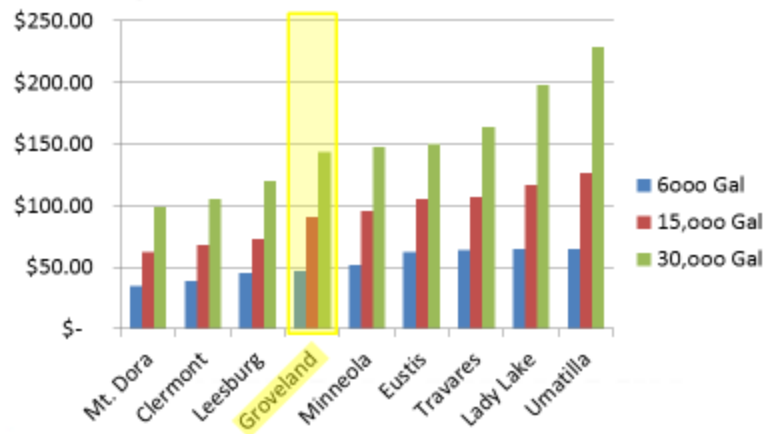
## Area Comparisons

### (Water Rates)



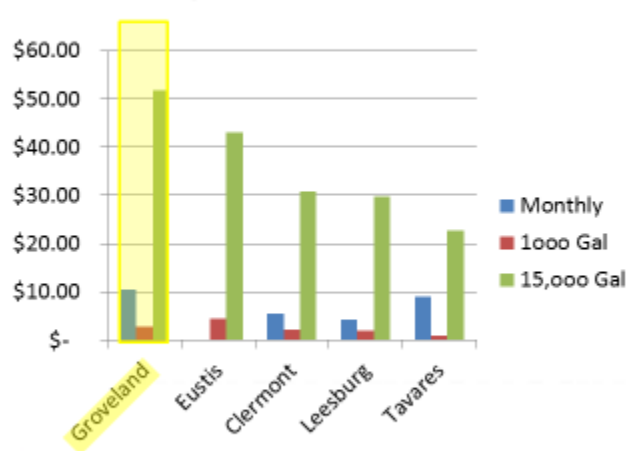
## Area Comparison

(Sewer Rates)



## Area Comparison

(Reclaim Water Rates)



## Water Conservation

(Currently in Motion)

- Completed Water Star Certification May 2015
- Irrigation Audits
- Patrol Subdivisions for violators of our Irrigation Ordinance (2009-03-09) and educate customers on proper watering.
- Review new Irrigation and landscaping plans new homes
- New Construction Irrigation Inspection (cert. of occupancy)
- Review of Landscape Ordinance



## Stormwater Management

Activities or structural improvements that help reduce the quantity and improve the quality of Stormwater runoff which may include treatment, retention, detention and practices to control site runoff, drainage, stormwater disposal, or reuse of stormwater storage.



Gage Park Master Plan & Storm Water Management Plan



## Stormwater Management

This approach will be critical when considering continued development like Villa City.



## Water Conservation (Pervious Surfaces)





## Water Conservation

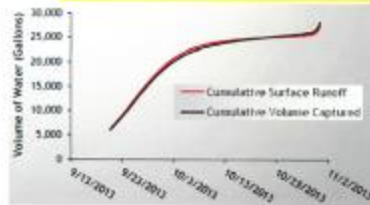


### Low Cost Stormwater Volume Reduction

Characteristic	Control 198	Control 195
Drainage Area (acres)	0.27	0.72
Impervious %	59%	61%
Impervious Area: Control's Area	36:1	20:1
Control's Length (ft)	55	130
Control's Width (ft)	6	0



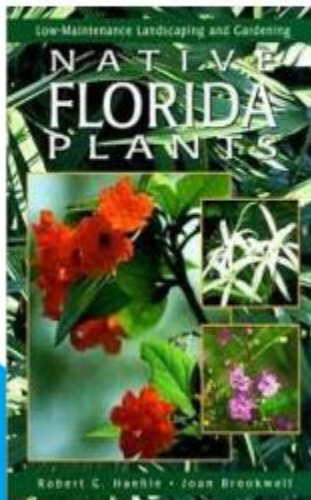
Volume Captured in 1<sup>st</sup> year:  
~250,000 Gallons



Full Report Available at [www.pavedrain.com](http://www.pavedrain.com)  
FL Contact: Greg Strickland 561-904-7013 [gstrickland@titanamerica.com](mailto:gstrickland@titanamerica.com)



## Water Conservation (Alternative Ground Cover)



Artificial Grass





## Water Conservation (Rain Water Harvesting)



## Water Conservation (Rain Water Harvesting)

Systems that can join many roof tops



## Water Conservation (Rain Water Harvesting)



## Recommended Next Steps

Conduct Both Operational Examination

Water Audit

Water Meter Audit

Before we move forward with an  
Water Rates Study



Questions?

For further discussion. Please do not  
hesitate to call the City Manager's  
Office at 352-429-2141 ext. 250